

# BEGINNING-OF-THE-YEAR **GIZMOS** REMINDERS

## Purging Students Enrolled on a Class Tab

- Welcome back to a new school year, a new beginning, and new students too! To make room for your new students and have accurate rosters, start by purging your old class rosters by using the “Manage Roster” feature. Visit each class tab individually → Click on “Manage Roster” → Select all students by clicking the All check box → Click on “Delete Checked” → Confirm request. Voila!

## Renaming Class Tabs

- Your class tabs and Gizmos have missed you all summer long! Start by renaming any class tabs and giving them some order if you wish. Click on “Rename Class” and modify the tab name and full name, if you wish - remember, students will see both on their account.

## Update Teacher’s Account Settings

- Once logged into your teacher account, be sure to click on “Settings” in the top right corner of the screen. Visit the “Account Info” tab to update your password. Be sure your email address is up-to-date in the event that you forget your password. That way, you can use the “Forgot Password” feature on ExploreLearning.com. Also visit the “Public Profile Info” and “What I Teach” tabs to update your profile and preferences.

## Did You Change Schools This Year?

- Be sure to email your Project Manager so your account will reflect the appropriate school name. When emailing, please include your full name, the school your account currently says you are at (found on your Me tab) and the school you are assigned to this school year.

## Enrolling New Students onto a Class Tab

- Give every student the opportunity to use Gizmos 24 hours a day, 7 days a week, 365 days a year! Be sure to add your students to the class tab by guiding students through the enrollment process in a computer lab, providing students with the class code printable handout (see CLASS CODE – What’s This? on each class tab), or manually adding students to the class tab by using the “Manage Roster” feature.

